

## DRGR FACT SHEET: Post Closeout Reporting of Program Income and Affordability Periods

### Changing Report Cycles for Grants Closed with Program Income Active

Until Release 7.7, once a grant status was changed to CLOSED in DRGR, grantees could not submit any additional Quarterly Performance Reports (QPRs). With grant programs such as NSP, grantees are still required to submit reports on the use of program income (PI) and document the affordability periods for certain properties funded under the NSP program. Starting in Release 7.7 in October of 2013, when grants are closed HUD will have the option of selecting the grant status “Closed with PI Active” and also changing the report cycle from quarterly to annual.

The screenshot shows a web form with the following elements:

- Grant Status:** A dropdown menu currently showing "Closed with PI Active".
- Reactivate Date:** A dropdown menu currently showing "Select Option".
- \*Post Closeout Date:** A text input field containing "07/26/2013". Below it is a link "Select Date (ex: mm/dd/yyyy)".
- \*Post Closeout Report Cycle:** A dropdown menu with a list of options: "Select Option", "Quarterly", "Semi-Annually Calendar", "Annually Calendar" (highlighted in blue), "Semi-Annually Fiscal", and "Annually Fiscal".
- List/Edit Grant User Groups:** A button labeled "Grant User Groups".

After the Grant is “Closed with PI Active” the system generates a new performance report with type of “Closeout”. The Reporting Period is displayed for each period. “\*” next to the reporting period depicts that the actual reporting does not match the reporting period. The actual reporting period is displayed when mouse is placed on the “\*”.

### Performance Report

#### Add/Edit QPRs

<b>Grant Number:</b> <a href="#">B-08-DN-LI-0001</a>	<b>Contract Start Date:</b> 03/17/2009
<b>Grant Status:</b> Closed with PI Active	<b>Contract End Date:</b>
<b>Grant Award Amount:</b> \$38,749,931.00	<b>LOCCS Authorized Amount:</b> \$38,749,931.00
<a href="#">Maintain Address(s)</a>	
* - Actual period does not match Reporting period	

Due Date	Reporting Period	Action	Date Submitted	Type
10/30/2014	10/01/2013 - 09/30/2014	<a href="#">Add</a>		Closeout
10/30/2013	10/01/2012 - 09/30/2013 *	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>		Closeout
10/30/2013	07/01/2013 - 09/30/2013 *	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>		

Grantees will not be able to create any new grant (program fund) vouchers after a grant status, but grantees will be able to record program income receipts and vouchers so that DRGR can track these and include them in the post-closeout reports.

## Enter Support Data on QPR Addresses

Grantees will also be able to provide post-closeout data on addresses entered on performance reports on each individual QPR or across QPRs using the MAINTAIN ADDRESSES link at the top of the Add/Edit QPR index.

**All Addresses**

Select	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info
<input checked="" type="checkbox"/>	Illinois	One Natural Resources Way	Springfield	62702	(100%)	No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>

Rather than moving addresses across activities for closed grants, grantees will be able to provide required information on affordability periods as well as the ACTIVITY TYPE and NATIONAL OBJECTIVE for the end use of a property. To the right of the VIEW DETAIL and VIEW MAP columns, there is a new SUPPORT INFO column with a button titled ENTER DATA.

## Enter Required Address Info - Post Closeout

### Edit Address Support Information

**Grant Number:**

B-08-DN-XX-0001

**Activity Type:**

Acquisition - general

**Grant Activity Number:**

**Activity Title:**

Acquisition

**\*Property Status: Affordability Start Date: Affordability End Date:**

Under Way    09/19/2013    09/19/2013

[Select Date](#) (ex: mm/dd/yyyy)    [Select Date](#) (ex: mm/dd/yyyy)

**Description of Affordability Method (Resale, Recapture, Rental or Other):**

**\*Activity Type for End Use:**

Rehabilitation/reconstruction of residential structures

**Projected Disposition Date: Actual Disposition Date:**

09/19/2013    09/19/2013

[Select Date](#) (ex: mm/dd/yyyy)

[Select Date](#) (ex: mm/dd/yyyy)

**\*National Objective for End Use: Date National Objective is met: Deadline Date:**

NSP Only - LH - 25% Set-Aside    09/19/2013

09/19/2013

[Select Date](#) (ex: mm/dd/yyyy)

[Select Date](#) (ex: mm/dd/yyyy)

**Description of End Use:**

**Total Expenditure Amount #:**

## Managing Addresses Across QPRs

Addresses needing support data on affordability might be entered on QPRs that are already approved by HUD. Since grantees cannot edit information on those QPRs, DRGR will now let users search for and edit addresses across all QPRs. A MAINTAIN ADDRESS(S) link has been added to each QPR index on each grant.

### Add/Edit QPRs

<b>Grant Number:</b> <a href="#">B-08-DN-L-I-0001</a>	<b>Contract Start Date:</b> 03/17/2009
<b>Grant Status:</b> Closed with PI Active	<b>Contract End Date:</b>
<b>Grant Award Amount:</b> \$38,749,931.00	<b>LOCCS Authorized Amount:</b> \$38,7
<a href="#">Maintain Address(s)</a>	

Due Date	Reporting Period	Action	Date Submitted
10/30/2014	10/01/2013 - 09/30/2014	<a href="#">Add</a>	
10/30/2013	10/01/2012 -	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>	

In addition to allowing support data entry, it also means that grantees will now have the ability to remove duplicate addresses, improve the accuracy of addresses through geocoding, or provide other edits that would improve the quality of information for addresses. Grantees can scroll through all addresses or they can narrow the search for addresses to manage by using the search terms.

**Maintain Addresses Across QPRs** [Help?](#)

**Grant Number:** B-08-DN-XX-0001

Maintain Addresses - Search

<b>Responsible Organization:</b>	<b>Grantee Activity #:</b>	<b>Earliest Performance Report Begin Date:</b>	
<input type="text"/>	<input type="text"/>	<a href="#">Select(mm/dd/yyyy)</a>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<input type="text"/>	<input type="text"/>	Select Option	<input type="text"/>

**Maintain Addresses**

\* Please validate the address before proceeding to View Detail or View Map.

670 Record(s) Displaying 91 through 100

[First](#) [Prev](#) [5](#) [6](#) [7](#) [8](#) [9](#) **10** [11](#) [12](#) [13](#) [14](#) [Next](#) [Last](#)

Select	QPR	Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info
<input type="checkbox"/>	08-NSP-17	04/01/2010	NA	4609 Woodmark Trail			⚠		<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>
<input type="checkbox"/>	08-NSP-17	04/01/2010	NA	2807 Omar			⚠		<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>

**Add Address**

**Grant #:** B-08-DN-XX-0001

**QPR:** 01-APR-10/30-JUN-10

**Activity #:** 08-NSP-04 - NSVRC - Homeb

**State:** Select

**Address:**

**City:**

**Zip:**

To edit data other than support information, grantees can use the SELECT checkboxes in the left column and then use the buttons listed on the bottom. These include editing, validating (geocoding), deleting, and moving the address across QPRs. Grantees can also add addresses and then use any of the other listed functions on the address once it has been saved.